



Department of Managed Health Care

JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

Dale E. Bonner, Agency Secretary

Release Date: 06/19/07

CLASSIFICATION: Staff Services Manager II (Supervisory)
FINAL FILE DATE: Until Filled
SALARY: \$5393-\$6506
LOCATION: US Bank Plaza---980 9th Street, Suite 500, Sacramento

DUTIES AND RESPONSIBILITIES: Under the general direction of the Assistant Deputy Director, Office of Administrative Services, the incumbent is responsible for managing a variety of departmental administrative programs including Contracts, Procurement, Facilities, Voice Telecommunication, Mail Services, Business Services, Disaster Recovery, Records and Forms Management, Safety, Security, Asset Management, Information Security, and Fleet.

DESIRABLE QUALIFICATIONS:

- Proven customer service, team building, and supervisory skills
- Knowledge, ability and experience to successfully manage a variety of administrative programs
- Ability to communicate effectively, both orally and in writing
- Demonstrated ability to adjust to shifting priorities and meet stated deadlines and goals
- Proven interpersonal skills
- Ability to exercise a high degree of initiative, independence, and flexibility
- Foster cohesive working relationships with people from within and outside Department
- Excellent attendance and dependability
- Ability to work well in multiple priorities
- Cal-PCA Training preferable
- Experience in all aspects of state contract and procurement programs

WHO MAY APPLY: State employees, who are currently in the above classification, have list eligibility for appointment or have transfer eligibility are encouraged to apply. Appointment is subject to SROA, if applicable. **ONLY THOSE BEST QUALIFIED WILL BE INTERVIEWED.** For further technical information regarding the position, please contact Kip Gilbert at (916) 327-7659. **SEND A COMPLETED APPLICATION/RESUME TO THE PERSON AND ADDRESS PROVIDED BELOW** (please include your social security number for eligibility verification and indicate the RPA#06-482 under the job title).

All applicants not currently employed by the DMHC will be subject to a pre-employment background investigation. The investigation will consist of fingerprinting and an inquiry to the California Department of Justice to disclose criminal records.

SUBMIT APPLICATION AND/OR RESUME TO:

Department of Managed Health Care
Attention: Bonni Silva
980 9th Street, Suite 500
Sacramento, CA 95814

California Relay Service: Voice Line: 1-800-735-2922
TDD User: 1-800-735-2929

RPA#06-482

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, AGE, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.